

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 8, 2014**

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Patty Foley, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Paul Crosswaith, Dennis Doyle, Judy Igielski

STAFF

Lisa Masten, Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle

TOWN COUNCIL LIAISONS ABSENT

David Nagel

FRIENDS ABSENT

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:04 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Clarke Castelle reported that he saw a positive development with the Town Hall Renovation Committee to make the Library all inclusive of the project. The invitation from Jeff Baron for the Library to meet with the Town Hall Renovation Committee on January 6th is a definite step forward. The Board of Education has submitted a 27 page PowerPoint presentation of their needs, and the Library should prepare something for their needs. The Town Council is scheduled to tour the Library on January 13th, and the Town Hall Renovation Committee should also be included in this tour. Kaestle Boos will likely continue as the architect for the building project. The Library has asked to be on the Town Council's agenda on January 13th in order to provide a formal presentation to the Town Council, and the Town Hall Renovation Committee should also be in attendance at that meeting.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance.

IV. APPROVAL OF MINUTES

Anna stated that the House Committee report was a little hard to read without any lines. Diane stated she will make that easier to read in the future. Kris indicated that the meeting began at 7:06 PM, not AM. **MOTION: Pauline Kruk made a motion to accept the minutes of November 10, 2014 as amended, Diane Stamm seconded the motion, all were in favor, and the motion to accept the minutes of November 10, 2014 as amended was unanimously approved with an 11-0 vote.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Kris reviewed the Annual Activities Calendar for December which includes contacting sponsors for the 5K Race, budget process, website verifications, and submit 2015 meeting dates to Town Clerk. The Library will meet on September 21st and will hold the Annual Meeting that evening, and on October 19th; both date changes due to holidays.

VI. TREASURER'S REPORT

Iris reported that she has made payments to Red Thread totaling under \$30,000 for the renovation costs to the Lienhard Room.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that museum passes may now be printed on-line from the Library's website. This began on December 1st. Also as of December 1st, HOOPLA, which is a streaming digital service for movies, TV shows, music, and audio books may be used by Newington residents only. The RFID tags will be coming in this week and training and tagging will begin. This should be approximately a three month process. Most of the staff has new computers, and the new computers for the public will be installed soon. The consortium hired an IT consultant to oversee all the troubleshooting with the issues of the Encore system. Interviews for the Librarian III position (Shirlee-Ann Kober) will begin tomorrow and there are three internal candidates. There will be a luncheon for Shirlee-Ann on December 18th from 12:00 to 2:00 PM. The Shakespeare Sunday four week event was successful with approximately 25 people in attendance each week. The Friends will hold their Wine & Cheese Social on January 23rd and tickets are on sale; \$12 now, \$15 at the door. The Winter Reading Program has a "pet" theme – Fetch A Good Book – this project begins on January 8th for adults and January 10th for children.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen was not in attendance.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins was not in attendance. Lisa reported that the book sale did not do as well as previous years, but still was successful. The ongoing book sale that the Friends have in the Library is doing very well.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris reported that the committee met on November 19th and it was a very successful meeting with discussions on goal planning, starting over, goals for upcoming year, nominating committee, technology committee (whether these should be standing committees), descriptions of each committee, a president's handbook, a trustees handbook, and have a "brain trust" with members of the public serving on a committee.

B. Investment Committee

Neil reported that the update he sent to the Board did not have the dividends for the quarterly report; he will send information on the total dividends for the year once he receives the third quarter reports.

C. House Committee

1. House Committee Update

Diane reported that the Lienhard Room is almost complete, just waiting on valances and blinds. The TV has been purchased and will be installed soon. There are no large critical issues on the list; leaking dormers, leave in the gutters, broken ceiling tiles all have been fixed. The House Committee will hold a meeting in January or February to identify a project for next year. Lynn met with the Facilities Director regarding a new cleaning service.

LRWL Walk through Notes November 2014
Updates in Red

Location	Problem	Solution	Responsibility	Status
Administrative office	stained ceiling tiles	replace when leak fixed	Bruce	Fixed
Adult internet #5	torn divider	repair	Facilities	
Adult stacks 750's	carpet stain	clean	cleaning service	
Behind shed	stuff is accumulating	remove	Friends/staff	Friends working on
Children's	corner is worn leading into media area	paint and put protector	Bruce	In Process
Children's	Stain on couch in parent's area	clean	staff	
Children's hallway ramp	black mark on ceiling	clean	Bruce	Cleaned
Community Room	electrical access in floor is ugly	Paint ?	Facilities	
entire library	air intake vents are dusty	clean	cleaning service	
large print area	wallpaper is pulling away from wall	repair	Bruce	
large print area	ceiling tile slipping	repair	Facilities	
Magazine Room	plexiglass is coming loose	check and repair	Bruce	
Magazine Room	scrapped paint under window by floor	paint	Bruce	Painted
outside	leaves in gutters	clean out	Facilities	Completed.
Outside	light bulbs and bucket outside emergency exit	dispose of	Bruce	completed 11/7/14
Outside	what are wires hanging off building	investigage	Facilities	
Quiet Study	Need Valances	get valances	Library Board	
staff room	overcrowded	have Friends move stuff	Friends	
Stairwell behind Ref. office	Windows are crummy looking	paint	Bruce	Painted
Study Room #2	Ceiling tile outside in broken	replace	Bruce	Completed
study room #3	Wall is marked up	paint	Bruce	
Teen	chair cushions saggy on arm chairs	replace	Library Board/Friends	

D. Facility and Site

1. Update on Agreement with Town

Maureen reported that Peter Alter, the attorney the Board hired to review the Town documents, presented a draft agreement on November 10th to Town Attorney Peter Boorman who responded on November 26th after the Town Attorney met with the Town Manager on November 25th. Peter Alter has had no communication with Town Attorney Peter Boorman since that time. At this point the Town Hall Renovation Committee is having new discussions with the library project, so the parking agreement issue is moot.

E. Fund Development/Legacy Society

Pauline reported that the committee met after the PEP Committee meeting and their main thrust is to speak with the Friends officers about starting a liaison with people who donate larger amounts of money to the Friends.

F. Budget

Patty met with Lisa, Karen, and Lynn on December 3rd and asked to review the five year actual budget and not the trends. The Town Manager is asking all departments to come in with a 0% budget, however salaries do have annual increases. Patty did not have any dates scheduled for the budget process.

G. Technology

Paul was not in attendance.

H. Nominating Committee

There was no report.

I. Communications Committee

The first letter was published in the Rare Reminder, the Town Crier, Newington Life, and the Hartford Courant. The Board was very pleased.

XI. OLD BUSINESS

The Race Committee did not meet this evening, but will begin meeting monthly in January. Keeney has agreed to be a sponsor, and Guido has been approached and didn't say no.

Iris stated that she told David Nagel at the November meeting, and now mentioning to Clarke, and will continue bringing up this issue until it is resolved – when is the Town Hall/Town Council going to recognize that Town employees take up too many parking spaces in the Town's parking lot. Town employees should park in the lower lot or on Garfield Street. Clarke said he will speak to the Town Manager about this again.

XII. NEW BUSINESS

There was a program at the Library on Saturday, December 6th on how to make things from old books. There were 45 people in attendance. Anna made a clock. This program was very successful and will be repeated.

XIII. PUBLIC PARTICIPATION

Clarke mentioned that the CIP Committee will meet on December 18th at 4:30 PM and will hold two more meetings in January.

XIV. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, LeeAnn Manke seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with an 11-0 vote at 8:45 PM.